

Initial review of grcity.us department page content and potential presence on grandrapidsmi.gov

Department Page – OC Department

Service name	Source material	Notes
City Clerk's Office	Clerk Page	Page with general overview of City Clerk business. Sections for each general area of responsibility.
City Archives and Research Center	City Archives and Research Center	Page with contact and general info about Archives and Research Center.

Guides

Page	Reference Pages	Notes
Resident Voting Guide	Voter Information	Information and resources about voting in GR. Link to service pages for several processes.
Running for Office Guide	Candidates and Petitions	Information about running for office in GR and Michigan. Link to resources.
Business Licensing Guide SEVERAL GUIDES	Business Licenses Snowplow Business Licensing	Individual guides for each license type. Link to service directory pages for application instructions.
Passports and Visas Guide	Passports	Guide with info about applying for passports and visas, how long it takes, cost, etc.
City Policies Guide	City Charter City Code and Ordinances City Archives and Research Center	Guide explaining where to find City Charter, Ordinances, and Code documents. Also explain how to find other research resources.

Events – OC Event

Page	Source Material	Notes
Info about each upcoming election	Current Election Information	New page for every election with links to important info and resources
Election Workers Needed	Election Worker	New page for every election with link to service directory application. Opportunity to recruit each election.

Services – OC Service Template

Service name	Source material	Notes
Submit a FOIA request	FOIA Request Form	PDF to be converted to digital form
Apply for an absentee ballot	Info about Process PDF Application	Does the PDF form have to be used? (Is this a State form?)
Check voter registration status	Voter Information	Link to State of Michigan site after instructions
Update voter registration	Voter Information	
Apply for a military or overseas citizen absentee ballot	Voter Information	
Apply to be an election worker	Election Worker	
Schedule an evening passport application appointment	Passports	PDF document lists dates appointments available. Convert this to Service Directory with link to OpenForm for scheduling.
Apply for an Ambucab Company and Driver Business License	Business Licensing Page	
Apply for an Ambulance Company Business License	Business Licensing Page	
Apply for an Amusement Devices Business License	Business Licensing Page	
Apply for an Amusement Rides Business License	Business Licensing Page	
Apply for a Coin-Operated Carwash Business License	Business Licensing Page	

Apply for a Dance Hall Business License	Business Licensing Page	
Apply for a Downtown Vendor Business License	Business Licensing Page	
Apply for a Going out of Business Permit Business License	Business Licensing Page	
Apply for a Home Occupation Business License	Business Licensing Page	
Apply for a Hotel/Motel Business License	Business Licensing Page	
Apply for a Liquor License Business License	Business Licensing Page	
Apply for a Live Entertainment Business License	Business Licensing Page	
Apply for a Mobile Food Vending Truck Business License	Business Licensing Page	
Apply for a Mobile Vending Cart Business License	Business Licensing Page	
Apply for a Motion Picture Theater Business License	Business Licensing Page	
Apply for a Motor Vehicle Rental Agency Business License	Business Licensing Page	
Apply for a Noise Permit Business License	Business Licensing Page	
Apply for a Parking Facility Business License	Business Licensing Page	
Apply for a Pawnbroker Business License	Business Licensing Page	
Apply for a Pedicab Company and Driver Business License	Business Licensing Page	
Apply for a Second Hand Business License	Business Licensing Page	
Apply for a Solid Waste Hauler Business License	Business Licensing Page	
Apply for a Sound Truck Business License	Business Licensing Page	

Apply for a Special Event Vending Permit Business License	Business Licensing Page	
Apply for a Taxicab Company and Driver Business License	Business Licensing Page	
Apply for a Transient Merchant Business License	Business Licensing Page	
Apply for a Valet Parking Business License	Business Licensing Page	

General Pages – OC General

Page	Source Material	Notes
Election Results	November 2017 Election Results	Activate and Deactivate with each election
Voter Turnout	November 2017 Voter Turnout	Activate and Deactivate with each election